

THE BASIN PRIMARY SCHOOL

WORKING with CHILDRENS CHECK

RATIONALE

Any person whose duties involve work in a school (paid or unpaid) in direct contact with children is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005. The *Working with Children Act 2005* was introduced by the Victorian Government to protect children from physical harm by checking a person's criminal history for serious sexual assault, serious violence or serious drug offences. A Police Check has a higher level of investigation than a Working with Children Check.

AIM

- To provide a safe environment for students
- To ensure all employees and volunteers involved in activities with direct student contact are compliant with the Working With Children Act.

IMPLEMENTATION

- All teaching staff members are required to be registered with the Victorian Institute of Teaching (VIT). Staff member must provide a copy of current VIT registration to the school; with this registration a police check is conducted.
- All casual teaching staff employed must hold and provide a copy current VIT registration to the office upon employment.
- All Educational Support staff must provide evidence of undertaking a Working with Children Check prior to confirmation of employment. This must be reviewed each 5 years.
- All volunteers/parents engaged in 'child-related work' must provide a WWCC. School Council members must have a current WWCC to be eligible to serve on School Council.
- Contractors working in the school should have a WWCC if they are working during school hours without supervision by an accredited staff member. Contractors are required to provide a copy of their relevant check to the School Office prior to working at the school.
- Staff who organise volunteers must ensure that the volunteer/parents have a current WWCC.
- School office staff must keep a register of accredited staff, volunteers and contractors in the Office. A photocopy of the relevant card should be kept.
- Employees are responsible for ensuring that they have applied for a new Assessment Notice by the required date. Once a new Assessment Notice has been issued, the employee is required to show the new Assessment Notice to the School office, who will maintain a copy on their personnel file and record the Number and Date of Expiry in the register. Any staff member without a current check will be on unpaid leave until one is attained.
- The Basin School will periodically check the status of a volunteers Working with Children Check Card
- The Basin Primary School will periodically check the status of an employee's Working with Children Check Card using the employee's name and Card Number on the Department of Justice's website and may check the Victorian Institute of Teaching register for teachers working at the school to check current status. When employing new staff, a check on EduPay is always required to check suitability for employment.
- Where a person who is an employee of The Basin Primary School is issued with a Negative Notice, the School will terminate the employee's employment after permission is given from Conduct and Ethics Branch. It is an offence under the legislation for a person in receipt of a Negative Notice to be employed in child-related work.
- Where a person who is a volunteer/parent at The Basin Primary School is issued with a negative notice, the principal will be informed of this and any attendance at school events will need to be pre-approved by the principal on a case by case basis.
- In some circumstances, The Basin Primary School may require an employee or potential employee to undertake a criminal record check in addition to the WWCC. Such circumstances may include the need to consider whether any offences exist that may be relevant to the duties performed. For example, dishonesty, bankruptcy and driving offences are not considered under a Working with Children Check, but may be important as part of an Education Support staff member dealing with finance and banking.


- A Working with Children Check is not required for:
 - a teacher who has current registration with the Victorian Institute of Teaching (including Permission to Teach)
 - an employee under the age of 18 years
 - contractors working on a building site at the school which is behind temporary fencing

RELATED MATERIAL

1. Working with Children Act 2005
2. Working with Child Amended Act 2010
3. Working with Children Check Application Guide and Form
4. Department of Justice Working with Children Check Information Line on 1300 652 879.
5. Department of Justice website: www.justice.gov.au/workingwithchildren
6. VIT website – www.vitonline.vit.vic.gov.au to check current status of registration

EVALUATION

This policy will be reviewed as part of the school's review cycle.

Ratified by:	Date	
Education Committee	05/16	
Staff	05/16	
School Council President	05/16	Name: Darrell Holden Signature: 
Review Date: May 2019		